



MEMO

TO: Beach Haven Borough Employees

FROM: Sherry Mason, RMC, CMR, CMC
Borough Manager/Clerk

SUBJECT: Civil Rights Protections

DATE: January 6, 2022

It is the policy of the Borough of Beach Haven to treat the public, employees, prospective employees, appointees, volunteers and contractors in a manner consistent with all applicable civil rights laws and regulations. No official, employee, appointee or volunteer shall engage, either directly or indirectly in any act, including the failure to act, that constitutes discrimination, harassment or a violation of any person's constitutional rights while such official, employee, appointee, volunteer, or entity is engaged in or acting on behalf of The Borough of Beach Haven's business or using the facilities or property of The Borough of Beach Haven.

Written procedures for reporting alleged discrimination, harassment and violations of civil rights can be found in the Personnel Handbook located on the Employee Page of our website (<https://beachhaven-nj.gov/wp-content/uploads/2021/09/BEACH-HAVEN-PERSONNEL-MANUAL-2021.pdf>). Complaints can be filed with Sherry Mason, Borough Manager or Jennifer Kline, Pension and Payroll Supervisor.

No person shall retaliate against any person who reports any alleged discrimination, harassment or violation of civil rights, provided however, that any person who reports alleged violations in bad faith shall be subject to appropriate discipline.

The Mayor and Council of the Borough of Beach Haven unequivocally support the implementation and enforcement of this policy.